

**FORM 1**  
**[See Rule 53 (1)]**  
**Nomination for Retirement Gratuity/Death Gratuity**

*When the Govt. servant has a family and wishes to nominate one member and more than one member, thereof.*

I, ....., hereby nominate the person/persons mentioned below who is / are member(s) of my family, and confer on him/then the right to receive ,to the extent specified below, any gratuity the payment of which may be authorized by the central Government in the event of my death while in service and the right to receive on my death, to the extent specified below, any gratuity, which having become admissible to me on retirement may remain update at my death:

Original nominee(s)				Alternate nominee(s )	
Names and address of nominee / nominees  (1)	Relationship with the Government Servant  (2)	Age  (3)	Amount or share of gratuity payable To each  (4)	Name, Address, Relationship and age of person or persons, if any, to whom the right conferred on the nominee pre-deceasing the Government servant or the nominee dying after the death of the Government servant but before receiving payment of gratuity  (5)	Amount or share of gratuity payable to each  (6)

This nomination supersedes the nomination made by me earlier on.....which stands cancelled.  
Dated this ..... day of..... 20 at.....

Witnesses to signature:

- 1.....
- 2.....

Signature of Government servant

(To be filled by the Head of office)

Nomination by .....  
Designation .....  
Office.....

Signature of Head of office  
Date.....  
Designation.....

**Performa for acknowledging the receipt of the  
Nomination form by the Head of office**

To

.....  
.....  
.....

Sir,

In acknowledging the receipt of your nomination, dated the ...../ cancellation, dated the..... of the nomination made earlier in respect of the gratuity in form..... I am to state that it has been duly placed on record.

Place.....  
Dated the.....

Signature of the Head of office  
Designation .....

NOTE.-The Government servant is advised that it would be in the interest of his nominees if copies of the nominations and the related notices and acknowledgements are kept in safe custody so that they may come onto the possession of the beneficiaries in the event of his death.

NOTE.—(1) The Government servant should draw lines across blank space below the last entry to prevent the insertion of any name after he has signed.

(2) Strike out which is not applicable.